

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: PERSONNEL ANALYST II

May underfill as a Personnel Analyst I (3201)

Posting# 2202-1013md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable

STARTING SALARY: Step 38; \$1,754 bi-weekly / PAI Step 34; \$1,598 bi-weekly

Step increase available after completing probation and annually thereafter.

OPENING DATE: October 2, 2013

CLOSING DATE: *OPEN UNTIL FILLED

*All applications received by **October 16, 2013**, will be screened by the Personnel Office.

Those applicants meeting the specified qualifications will be referred to the department for a hiring interview. The Personnel Office will continue to refer qualified candidates to the department as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - www.utahcounty.gov/jobs

JOB SUMMARY:

This full performance level works under general supervision of the Director or Assistant Director-Office of Personnel Management and uses considerable judgement in performing much of the work independently.

DUTIES INCLUDE:

This position will be assigned primarily to Recruitment as well as Classification and Compensation support. Incumbent may also be assigned duties from one or more of the following functions: Benefits, Payroll, and Training. Please see job description at www.utahcounty.gov/jobs for a more detailed description of duties in each function.

EVALUATION AND SELECTION FACTORS INCLUDE:

Basic Knowledge of: federal, state, and county laws and codes affecting personnel administration; County Personnel Rules and Regulations; structure and functions of county government.

Skill in: reading, writing, and basic math; various computer applications including word processing, spreadsheets, and databases; and conducting research and conducting group training and/or giving presentations; developing research formats; administering processes and projects.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; work under pressure; coordinate multiple technical activities simultaneously; explain County policies and procedures to employees and others; make decisions free from personal bias; maintain confidentiality; distill relevant and useful elements from vast amounts of information.

REQUIREMENTS FOR EMPLOYMENT:

Bachelor's degree in business, human resources, public administration or a related field and three (3) years of professional level human resources work experience. Preference may be given to applicants with PHR, SPHR, IPMA, or other applicable professional certification. Equivalent combinations of education and experience may also be considered.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSING AND CERTIFICATION

Applicant must possess a valid current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

